5 FAH-2 H-250
SPECIAL FORMAT REQUIREMENTS

(CT:TEL-32; 06-25-2012)
(Office of Origin: IRM/BMP/GRP/GP)
(Updated only to revise Office of Origin and some formatting)

5 FAH-2 H-251 SPECAT-MILITARY SPECIAL CATEGORY

(CT:TEL-24; 10-11-2007)
(Uniform all Agencies)

SPECAT (special category) is a transmission method used by the military to restrict dissemination of sensitive information. Consult your information programs center's (IPC) user's manual for specific format requirements. If the user's manual has no SPECAT format instructions, use guidance in this subchapter.

5 FAH-2 H-251.1 SPECAT EXCLUSIVE

(CT:TEL-24; 10-11-2007)
(Uniform all Agencies)

SPECAT EXCLUSIVE further restricts the dissemination of sensitive information. It is the equivalent of the Department handling designator, no distribution (NODIS).

5 FAH-2 H-251.2 Military Address Pattern

(CT:TEL-24; 10-11-2007)
(Uniform all Agencies)

For telegrams drafted by the post's defense attaché office (DAO) and addressed to a military activity, SPECAT must appear after the classification on the first line of the pseudo header and after the classification one line after the last addressee. See 5 FAH-2 Exhibit H-251.1.

5 FAH-2 H-251.3 Civilian Address Pattern

(CT:TEL-24; 10-11-2007)
(Uniform State/USAID)

For telegrams drafted by a Department office and addressed to other Department missions and military activities, the message combines the basic format of an outgoing Department telegram with the military format. See 5 FAH-2 Exhibit H-251.2.

5 FAH-2 H-252 AUTOMATED MESSAGE ANALYSIS AND DISSEMINATION SYSTEM (AMADS) REQUIREMENTS

(CT:TEL-24; 10-11-2007)
(Uniform State/USAID)

a. Automated Message Analysis and Dissemination System (AMADS) is the telegraphic processor used in the Main State Messaging Center (IRM/OPS/MSO/MSMC). It disseminates telegrams based on:

   (1) Captions (see list in 5 FAH-2 H-440);

   (2) Attention indicators (see 5 FAH-1 H-216.5);

   (3) Passing instructions (see 5 FAH-1 H-216.5);

   (4) TAGS (see 5 FAH-1 H-217.2 and 5 FAH-3); and

   (5) Subject terms and key words (see 5 FAH-2 H-244 and 5 FAH-3).

b. Drafters must enter correctly all handling instructions, TAGS, and terms, to ensure a telegram addressed to the Department is delivered to the correct office/officer. All entries, such as attention indicators, TAGS, or terms, must be spelled exactly as in the referenced material.

c. The Department periodically sends out updates of proper formatting procedures based on continuous analysis of telegraphic traffic processed by AMADS. Drafters must comply with the items addressed in these updates to ensure optimum processing of telegraphic traffic.

5 FAH-2 H-252.1 Handling Instructions

(CT:TEL-24; 10-11-2007)
(Uniform State/USAID)

The Main State Messaging Center (IRM/OPS/MSO/MSMC) recommends the use *of* captions and attention indicators with individual office symbols followed by an individual's name to route the telegram to specific offices or officers. See 5 FAH-2 H-240 for more information on handling instructions.

5 FAH-2 H-252.1-1 Captions

(CT:TEL-24; 10-11-2007)
(Uniform State/USAID)

a. Whenever possible, you should assign a single caption to route a telegram most effectively. You may list a single special handling caption. If more than one caption is used, each caption occupies a separate line.

b. You may use STADIS (State distribution only) with EXDIS (exclusive distribution) or NODIS. The most restrictive caption must appear first and all additional captions must be placed on separate lines below. See 5 FAH-1 H-216 and 5 FAH-2 H-440 for more information on how to use captions.

5 FAH-2 H-252.1-2 Official Informal

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

OFFICIAL INFORMAL must appear on the caption line and on the SUBJECT line followed by an attention indicator for a particular office or bureau. AMADS will then disseminate OFFICIAL INFORMAL telegrams to the indicated office and Executive Secretariat (S/ES-O). If a telegram carries an additional caption, the dissemination profile for that caption may take precedence over the OFFICIAL INFORMAL dissemination profile. See 5 FAH-1 H-216.3 and 5 FAH-2 Exhibit H-252.1-2 for more information on Official Informal.

5 FAH-2 H-252.1-3 Attention Indicators

(TL:TEL-11; 07-19-2004)
(Uniform State/USAID)

a. Use attention indicators to narrow the distribution of a telegram.

b. See 5 FAH-1 H-216.5 for information on use and format of attention indicators.

5 FAH-2 H-252.2 TAGS

(CT:TEL-24; 10-11-2007)
(State Only)

a. The telegram processor examines the TAGS line to use as one of *the* criteria for dissemination. TAGS are used in conjunction with captions, attention indicators, and subject keywords to match against pre-programmed criteria sets for different distribution patterns. When it gets a match, it assigns that distribution pattern to the telegram.

b. Program TAGS (K TAGS) may be used only after an initial Subject TAGS entry.

c. *You* may use proper names and organizations on the TAGS line only after an initial Subject TAGS entry. The name(s) must be enclosed in parentheses: last name, first name, and then middle initial (without a period). For example:

   TAGS: APER, (DOE, JOHN M), (DOE, JANE S).

d. Refer to the 5 FAH-3 TAGS/Terms Handbook, for more detailed information on TAGS and Terms.

5 FAH-2 H-252.3 Subject Line and Terms

(CT:TEL-24; 10-11-2007)
(Uniform State/USAID)

a. Automated Message Analysis and Dissemination System (AMADS) is programmed to parse the subject line for terms or keywords to assign the action responsibilities as determined by Department offices or other agencies. AMADS then passes the telegram to the appropriate

dissemination queue for delivery to the offices associated with that queue.

b. Terminal Equipment Replacement Program (TERP) V uses pre-programmed terms, on the subject line, as subject keywords—one of the criteria used to assign dissemination symbols to an incoming telegram.

c. See 5 FAH-3, TAGS/Terms Handbook, for more information on using and creating Terms.

5 FAH-2 H-253 ZEN FORMAT

(CT:TEL-24; 10-11-2007)
(Uniform all Agencies)

a. The operating signal ZEN indicates delivery of the record copy via other means. This could be due to the recipient addressee not having electronic communications, or if you want to send the telegram by pouch (see 5 FAH-2 H-253.1).

b. The drafter lists the addressee as info or action, as appropriate, preceded by the operating signal "ZEN."

c. See 5 FAH-1 H-223.5 and 5 FAH-2 Exhibit H-253 for an example.

5 FAH-2 H-253.1 Pouch

(CT:TEL-24; 10-11-2007)
(Uniform State/USAID)

a. *You* can send a telegram to an addressee by pouch. This is marked on the telegram using the operations signal, ZEN, in conjunction with the handling symbol POUCH. The telegram is then enveloped and sent, as appropriate, by unclassified pouch or diplomatic courier pouch to the designated addressee.

b. You may send UNCLASSIFIED and SENSITIVE BUT UNCLASSIFIED (SBU) telegrams by unclassified pouch or U.S. mail. Classified and SBU NOFORN telegrams must be registered and sent via diplomatic courier pouch or U.S.-controlled postal facilities in accordance with the regulations for other documents of similar classification or control designation.

5 FAH-2 H-253.2 Fax

(CT:TEL-24; 10-11-2007)
(Uniform State/USAID)

a. You can send a telegram to an addressee by fax. If a telegram is delivered via fax, mark the telegram as outlined in 5 FAH-2 H-253.

b. You may send UNCLASSIFIED and SENSITIVE BUT UNCLASSIFIED (SBU) telegrams via unclassified fax. Classified and SBU NOFORN telegrams must be transmitted via classified fax keyed to a level equal or greater to the classification of the telegram.

5 FAH-2 H-253.3 E-Mail

(CT:TEL-24; 10-11-2007)
(Uniform State/USAID)

a. You can send a telegram to an addressee by e-mail. If a telegram is delivered via e-mail, mark the telegram as outlined in 5 FAH-2 H-253.

b. You must e-mail a facsimile copy of the message either by scanning and sending it as an attachment or using the forward message function in CableXpress. Do not e-mail the content in the body of an e-mail. See 5 FAM 443.1, paragraph b, for information on types of information that must be conveyed by telegram.

c. You may send UNCLASSIFIED and SENSITIVE BUT UNCLASSIFIED (SBU) telegrams via unclassified e-mail (see 12 FAM 540). Classified and SBU NOFORN telegrams must be transmitted via classified e-mail.

5 FAH-2 H-254 THROUGH H-259 UNASSIGNED

5 FAH-2 EXHIBIT H-251.1 SAMPLE OUTGOING SPECAT TELEGRAM, MILITARY ADDRESS PATTERN (ELECTRONIC SUBMISSION)

(CT:TEL-24; 10-11-2007)

CONFIDENTIAL SPECAT
DAO 1/1/00
DATT: JPJONES APV:
OPSCO: GPYLE DFT:
NONE
DAOO

USDAO SKOPJE MK
DIA WASHDC//DAH-1B//

CONFIDENTIAL SPECAT PASS TO COL ROGERS

SERIAL: (U) IIR 1 234 0056 00

COUNTRY: (U) U.S.

SUBJECT: SPECAT INSTRUCTIONS

CITE: 0078

1. (U) This is an example of a SPECAT telegram drafted by a military office at an embassy abroad, and addressed only to military facilities. The pseudo header must follow Department of Sate conventions, but the text of the message, including handling instructions, follows military format. No TAGS are used.

2. (U) Declassification instructions appear at the end of the telegram.

3. (C) This example is marked classified for exhibit purposes only. This handbook contains no classified information.

CLASSIFIED BY: RADM JSWALDO USN
REASON: 1.4(a)
DECL ON: 01 JAN 2004

MARKED AS CLASSIFIED FOR EXHIBIT PURPOSES ONLY

5 FAH-2 EXHIBIT H-251.2 SAMPLE OUTGOING SPECAT TELEGRAM, CIVILIAN ADDRESS PATTERN (PAPER SUBMISSION)

(CT:TEL-24; 10-11-2007)

CONFIDENTIAL SPECAT EXCLUSIVE
DAO 1/1/99
AMB: DMATTHEWS APV:
OPSCO: GPYLE DFT:
DATT: JPJONES CLR:
EXDI

AMEMBASSY ABIDJAN
DIA WASHDC//DAH-1B//
INFO SECSTATE WASHDC

EXDIS

MILITARY ADDRESSEES TREAT AS SPECAT EXCLUSIVE

E.O. 12958: DECL: 2/3/04
TAGS: MARR, PREL
SUBJECT: SPECAT INSTRUCTIONS

REF: A) STATE 19845 B) HQUSAF WASHDC 312359Z DEC 97

CLASSIFIED BY: AMB DAVE MATTHEWS. REASON: *1.4(a)*

1. (U) This is an example of an EXDIS/SPECAT EXCLUSIVE telegram addressed to both a military and Department addressee. Note the placement of the EXDIS caption and the SPECAT handling instruction. If a Department of State facility is an addressee, format the telegram per Department of State regulations and place the SPECAT or SPECAT EXCLUSIVE handling instruction after the classification on the first line so the telegraphic processor inserts the security warning opsign /BBBBB on FL-4. Also, if the telegram is addressed to a Department of State addressee, the Ambassador is the approving officer and classification authority. Use of SPECAT EXCLUSIVE in lieu of SPECAT further limits dissemination; see 5 FAH-2 H-251.1.

2. (C) This example is marked as classified for exhibit purposes only. This handbook contains no classified information.

MATTHEWS##

MARKED AS CLASSIFIED FOR EXHIBIT PURPOSES ONLY

5 FAH-2 EXHIBIT H-252.1-2 SAMPLE OUTGOING OFFICIAL INFORMAL TELEGRAM (ELECTRONIC SUBMISSION)

(CT:TEL-24; 10-11-2007)

CONFIDENTIAL
PROG 12/9/94
AMB: JSMITH APV:
DCM: MJONES DFT:
NONE
DCMX

AMEMBASSY SOFIA
SECSTATE WASHDC

OFFICIAL INFORMAL

FOR EUR JOHN DOE

E.O. 12958: DECL: 1/5/04
TAGS: PGOV, KDEM, BU
SUBJECT: OFFICIAL INFORMAL

CLASSIFIED BY: AMBASSADOR JANE SMITH; REASON: 1.5 D

1. (U) This O/I is marked classified for exhibit purposes only.

2. (C) This handbook does not contain any classified information.

SMITH

MARKED AS CLASSIFIED FOR EXHIBIT PURPOSES ONLY

5 FAH-2 EXHIBIT H-253
SAMPLE OUTGOING ZEN TELEGRAM (ELECTRONIC SUBMISSION)

(TL:TEL-11; 07-19-2004)

UNCLASSIFIED
PROG 03/16/04
AMB: DMATTHEWS APV:
ADM: BFRANKLIN DFT:
RSO: DHARRY, DAO: GWASHINGTON CLR:
ADMX RSO DAO

AMEMBASSY PARIS
SECSTATE WASHDC, PRIORITY
INFO AMEMBASSY DAKAR
ZEN AMEMBASSY BISSAU POUCH
ZEN AMEMBASSY PRAIA

DEPT FOR AF/EX

DAKAR FOR AMBASSADOR MOOSE

E.O. 12958: N/A
TAGS: APER
SUBJECT: POST STAFFING PATTERN

1. This is a sample outgoing telegram depicting ZEN format. In the draft telegram there is no slant (/) between ZEN and the addressee. TERP V inserts the slant (/) after formatting the outgoing telegram for transmission.

2. In this example Bissau will receive the message in the unclassified pouch, Praia will receive the message via another non-telegraphic means, which is not specified.

MATTHEWS